Program Management Report (PMR)

Highlights

Applications Impacted

- ☐ EMMA
- ☐ RAD
- ☐ AIM
- ☐ DM
- ☐ Reportin

Previously known as the Commanding Officer Report, this report provides important details of the organization's Purchase Card Program from month to month.

Who will find this useful?

Anyone who is responsible for oversight of a purchase card program.

How do I access it?

- In Reporting, Select "Program Management Report"
- Select "Organization"
- Select "Reporting Cycle"
- Click "Run Report"
- Save and/or Print Report

Why should it be used?

Use the report to ensure internal controls across the program are being followed and that GPC officials are performing duties responsibly.

How should it be used?

Save the report from the previous month, analyze and provide to your management so they have a quick reference to the key factors of your purchase card program.

The report is run by the bank cycle and can be run for multiple cycles. It has five distinct sections.

1. Program Summary: Provides high-level totals from the four sections below with some additional details.

2. Monthly Account Review: Provides the number of provisioned users and accounts in the organization during the cycle by type of user and limits; *e.g.* A/OPCs, Cardholders, Accounts with SPL over $3,500, *etc.*

3. Purchase Card Program Health: Highlights a variety of potential concerns with transactions and accounts in the organization; *e.g.* cards never used, convenience checks, *etc.*

4. Case Disposition: Provides the number of DM cases closed during the cycle, based on the type of disposition; *e.g.* valid, misuse, abuse, *etc.*

5. Infraction Category: Provides the number of infractions incurred for cases closed during cycle by type of infraction; *e.g.* splits, exceeds MPT limits, *etc.*

Recommend the report be saved in Excel format to allow for ease of data manipulation

LINKS: PCOLS Application DPAP Purchase Card DAU PCOLS